

REQUIREMENTS FOR CAREER AND TECHNICAL EDUCATION CERTIFICATES

BUSINESS AND MARKETING, K – 12

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ PROVISIONAL CAREER AND TECHNICAL EDUCATION, K-12 BUSINESS AND MARKETING CERTIFICATE

The Provisional certificate is valid for 3 years and may be extended once for 3 years.

Requirements for the Provisional Career and Technical Education (CTE), K-12 Business and Marketing Certificate are:

1. Completed **Application for Certification**
2. Appropriate Fee (See *Application for Certification*)
3. One of the following:
 - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
- OR -
 - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

NOTE: *Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*
4. Option A, B, C, D or E:
 - A. Bachelor's degree in business or marketing:
 1. A Bachelor's or more advanced degree in business or marketing from an accredited institution.
 2. Thirty semester hours of courses in business or marketing; and
 3. Two hundred forty clock hours of [verified work experience](#) in a business or marketing occupational area*.
 - B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
 1. A valid Arizona Provisional or Standard teaching certificate.
 2. Three semester hours of courses in career and technical education methods or content in business or marketing; and
 3. One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom; and
 4. Two hundred forty clock hours of [verified work experience](#) in a business or marketing occupational area*.
 - C. Business and industry professional:
 1. Six thousand clock hours of [verified work experience](#) in a business or marketing occupational area*.
 - D. Valid teaching certificate in career and technical education from another state:
 1. A valid teaching certificate in career and technical business and marketing education from another state.
 - E. Bachelor's degree in a business or marketing education teacher preparation program:
 1. A Bachelor's or more advanced degree in a business or marketing education teacher preparation program from an accredited institution; and
 2. Two hundred forty clock hours of [verified work experience](#) in a business or marketing occupational area*.
5. Verification of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
 - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved SEI training.
 - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved SEI training.

NOTE: *The Provisional SEI endorsement is valid for three years. An additional three semester hours of state approved SEI training will be required to qualify for the Full SEI endorsement.*

Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.

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6. Arizona Constitution (a college course or the appropriate examination).
7. U.S. Constitution (a college course or the appropriate examination).

NOTE: If otherwise qualified for the certificate, but deficient in Arizona and/or U.S. Constitution, 3 years are allowed under a valid teaching certificate to fulfill the requirement unless teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, then 1 year to fulfill the requirement(s) is allowed.

*** Approved Business and Marketing Occupation Areas:**

Computer and information sciences and support services; accounting and computer information services; business/commerce, general; business administration, management and operations; accounting; business operations support and assistant services; business/corporate communications; business/managerial economics; entrepreneurial and small business operations; finance and financial management services; hospitality administration/management; human resources management and services; international business; management information systems and services; management sciences and quantitative methods; marketing; real estate; taxation; insurance; general sales, merchandising and related marketing operations; specialized sales, merchandising and marketing operations; and business, management, marketing and related support services.

➤ EXTENSION OF THE PROVISIONAL CAREER AND TECHNICAL EDUCATION, K – 12 BUSINESS AND MARKETING CERTIFICATE

The Provisional CTE may be extended once for 3 years. All requirements for extension of the Provisional certificate must be met.

Requirements for extension of the Provisional CTE, K-12 Business and Marketing Certificate are:

1. One-half the required semester hours of courses for the Standard CTE, K-12 Business and Marketing Certificate under the same option.
2. Professional Knowledge Secondary Exam.
One of the following:
 - A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the Professional Knowledge Secondary (92) portion of the Arizona Educator Proficiency Assessment (AEPA).
 - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency. **Submit the original score report at time of application.**
 - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
 - D. Three (3) years of full-time teaching K-12. Submit a [*Verification of Teaching Experience*](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.
3. Verification of 3 semester hours or 45 clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Full SEI endorsement.

NOTE: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.

➤ STANDARD CAREER AND TECHNICAL EDUCATION, K-12 BUSINESS AND MARKETING CERTIFICATE

The Standard certificate is valid for 6 years and may be renewed.

Requirements for the Standard CTE, K-12 Business and Marketing Certificate are:

1. Option A, B, C, D or E:
 - A. Bachelors degree in business and marketing:
 1. Qualification under Option A for the Provisional CTE, K-12 Business and Marketing Certificate;
 2. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Business and Marketing Certificate. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

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3. Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Arizona Provisional CTE, K-12 Business and Marketing Teaching Certificate exhibiting satisfactory performance in the classroom. [Teaching Evaluation Verification](#)
- B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:**
 1. Qualification under Option B for the Provisional CTE, K-12 Business and Marketing Certificate;
 2. Twelve semester hours of courses in professional knowledge to include:
 - a. Nine semester hours of courses in business or marketing subject knowledge; and
 - b. Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Business and Marketing Certificate. Three semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
 3. Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Provisional CTE, K-12 Business and Marketing Certificate exhibiting satisfactory performance in the classroom; [Teaching Evaluation Verification](#) and
 4. An additional two-hundred-forty clock hours of [verified work experience](#) in a business or marketing occupational area. Hours may have been accumulated before obtaining the Provisional certification.
- C. Business and industry professional:**
 1. Qualification under Option C for the Provisional CTE, K-12 Business and Marketing Certificate;
 2. Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. Fifteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
 3. Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Provisional CTE, K-12 Business and Marketing Certificate exhibiting satisfactory performance in the classroom. [Teaching Evaluation Verification](#)
- D. Valid teaching certificate in career and technical education from another state:**
 1. Qualification under Option D for the Provisional CTE, K-12 Business and Marketing Certificate; and
 2. Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Provisional CTE, K-12 Business and Marketing Certificate exhibiting satisfactory performance in the classroom. [Teaching Evaluation Verification](#)
- E. Bachelor's degree in a Business and Marketing education teacher preparation program:**
 1. Qualification under Option E for the Provisional CTE, K-12 Business and Marketing Certificate;
 2. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Business and Marketing Certificate. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
 3. Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Provisional CTE, K-12 Business and Marketing Certificate exhibiting satisfactory performance in the classroom. [Teaching Evaluation Verification](#)

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2. Professional Knowledge Secondary Exam.

One of the following:

- A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary (replaced by NES Assessment).
- B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency. **Submit the original score report at time of application.**
- C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
- D. Three (3) years of full-time teaching K-12. Submit a [*Verification of Teaching Experience*](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.

3. Verification of 3 semester hours or 45 clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Full SEI endorsement.

NOTE: *Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.*

➤ **RENEWAL OF THE STANDARD CAREER AND TECHNICAL EDUCATION, K – 12 BUSINESS AND MARKETING CERTIFICATE**

The Standard certificate may be renewed 6 months before it expires. All requirements for the renewal of the Standard certificate must be met.

Requirements for the renewal of the Standard CTE, K-12 Business and Marketing Certificate are:

- 1. One hundred eighty (180) clock hours of professional development after the most recent issuance or renewal of the Standard CTE certificate.